

# CITY OF WEST LINN

## JOB DESCRIPTION

**Job Title:** BUILDING INSPECTOR III

### General Functions:

Reviews plans, and inspects residential and commercial structures that are in the process of construction, alteration, or repair for compliance with applicable code requirements, application of safe construction practices and other regulations or ordinances relating to the safety, health, and welfare of the public. Enforces electrical and/or plumbing codes. May enforce mechanical codes. Calculates and collects fees and issues permits.

### Duties and Responsibilities:

*(An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks that an employee may be expected to perform)*

1. Contributes to a positive work environment.
2. Maintains a positive relationship with contacts specific to them and positions outside the City organization.
3. Conducts field inspections of all new construction, repairs, and remodeling, for code compliance of plans that have been submitted, examined and approved.
4. Inspects applications for; building permit, compliance with City zoning, setbacks, sewer locations, easements, and proper legal descriptions.
5. Based on certification, checks building plans, including one-and-two-family dwellings and commercial buildings for compliance with State of Oregon building, mechanical, fire and life safety, electrical and plumbing codes. Approves materials, appliances and methods of construction.
6. Calculates, issues and collects permit fees.
7. Enforces zoning codes.

## Building Inspector III

### Job Description

Page 2 of 4

8. Updates code books and reference materials with uniform building codes.
9. Answers telephone and counter inquiries regarding: building codes and regulations; zoning; sewer location, and City Codes.
10. Maintains Building records and submits monthly reports to State and Federal agencies regarding: number of permits issued; housing units; valuation; fees and types of buildings.
11. Must remain knowledgeable of current, applicable codes and ordinances.

#### SPECIFICATIONS:

*(Job preparation and prior work experience requirements are minimum standards. Other equivalent combinations of education, training and experience may be considered)*

#### 1) Job Preparation:

##### a) Education:

- i) Graduation from high school or equivalent GED Certificate. Experience to meet certification levels listed below is required.
- ii) Certification levels may vary, based upon needs of the City. Requires minimum of State of Oregon "A" level certification in Electrical and/or Plumbing Inspector; or State of Oregon certification of "A" Level Structural, Mechanical, and One and Two Family Dwelling Specialty Code and Plans Examiner with Fire Life Safety and Plumbing Inspector Certifications. Must have a valid driver's license at time of appointment.
- iii) All certifications must be current, and must be issued by the State of Oregon, Building Codes Division (BCD).

##### b) Training:

- i) Must have skill in communicating effectively in a variety of stressful enforcement situations with the general public, developers, contractors, engineers and architects.
- ii) Specialized skills required, include: mechanical skills, skill in reading and interpreting blue prints, plans, specifications, maps, and drawings. Desirable

to have knowledge of building enforcement administration and local zoning codes.

- iii) Any satisfactory combination of education, experience, and training which ensures the ability to perform the work and which meet certification levels, as determined by the hiring authority, may substitute for the above.

2) Supervision:

Received: Receives limited supervision from Building Official. Building Official outlines and reviews work for effectiveness, results obtained, and conformance with applicable codes.

Exercised: Assists Building Official with training, hiring, performance review, work assignment and direction of work in specialty area.

3) Communication:

Relationships outside the City organization are maintained with contractors, which may include confrontational and hostile contacts when enforcing codes. Position has contact with members of professional organizations.

Has daily communication with the planning department regarding zoning and planning for new and old structures, and with the engineering department, coordinating inspections between public (engineering) and private (building) property, answering code related questions, and when scheduling and performing inspections.

4) Cognitive Functions:

Work is governed extensively by Oregon Building Code, Oregon Electrical Code, Oregon Mechanical Code, Oregon Plumbing Code, and State and local codes.

Submits a code change application, when necessary.

Errors made in the normal course of work could result in major consequences including personal injury, property damage, lawsuit or unnecessary cost to contractor or homeowner due to structural failure.

Precedent is available for most problems encountered through past experience of other professionals, library of code books, informational literature and manuals.

## Building Inspector III

### Job Description

Page 4 of 4

Most tasks are well defined and recurring, although they may require the development of new methods within the context of codes. Decisions most often made in the course of work include the interpretation of codes as they relate to the methods and materials being used by the contractor.

#### 5) Working Conditions:

Examples of adverse working conditions include: work in inclement weather, climbing and/or descending steep banks and crawling under houses.

Physical risks may include: injury from exposure to hazards of construction sites during a building inspection.

Has regular business hours.

#### 6) Resource Accountability:

Is responsible for the safe operation and maintenance of a City vehicle.

Maintains accurate records of inspections, files and permits.

*The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*